

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

Management Agreement

- ☐ A Certificate of Good Standing - issued through the Department of Revenue
(https://mtc.dor.state.ma.us/mtc/_/#1)
- ☐ A Certificate of Compliance – issued through the Department of Unemployment <https://www.mass.gov/service-details/certificate-of-compliance-good-standing-from-department-of-unemployment-assistance>
- ☐ Monetary Transmittal Form - www.mass.gov/abcc
- ☐ Management Agreement
- ☐ Vote of the Corporate Board
Include a vote appointing the manager of record, signed by an authorized signatory for the entity.
- ☐ Tax Affidavit, ALL State and Local Taxes MUST be paid.
- ☐ City of Chicopee Criminal Record Check on all applicants. (All applicants MUST complete the city CORI Form and bring the Form to this office A.S.A.P. with a government issued photographic identification, this office will obtain Record if any). Please note - manager must have TIPs certification prior to approval
- ☐ Application MUST be filed in Duplicate.
- ☐ \$200.00 Filing Fee to be paid on-line at www.mass.gov/abcc
- ☐ \$200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.

PLEASE NOTE: HANDWRITTEN APPLICATIONS ARE NO LONGER ACCEPTED